

TRAVEL VOUCHER WORKSHEET

NAME: _____ LAT #: _____

PURPOSE OF TRAVEL: _____

DATES: _____

CHARGE CODE/INCIDENT #: _____

EXPENSES CLAIMED		METHOD OF PAYMENT/AMOUNT	
EXPENSE CATEGORY		GOVERNMENT CHARGE CARD	PERSONAL FUNDS USED
Airfare			
Lodging			
Rental Car			
Rental Car Fuel			
Telephone			
Parking Fees			
Taxi Fare(s)			
ATM Bank Withdrawal			
ATM Bank Fee			
ATM CC Fee 1.9%			
Other			
Other			
Other			

* Amount of advancement + Bank Fee X .019 = ATM CC Fee

POV Mileage claimed: _____ x 1 way = _____

x 2 way = _____

Comments:

NOTE: Complete Travel Worksheet on reverse side.

TRAVEL VOUCHER WORKSHEET (Continued)

NAME:

LAT#:

DATE	TIME	DEPART CITY/STATE	ARRIVE CITY/STATE	LODGING COSTS	MEAL (1)			MISC. ITEMS CLAIMED (2)	INCIDENT NAME	CHARGE CODE/INCIDENT # (3)
					B	L	D			

Notes:

- 1 Check those blocks that indicate meals that were provided by a fire or agency.
- 2 Misc Items and amount (e.g. Laundry \$5.00, Lodging Tax \$6.24, Taxi \$35, Phone Calls \$.85, Toll Booths \$2.50, etc.)
- 3 Complete charge code. (e.g. AK-352-2821-HU-D457)